

REQUEST FOR PROPOSAL ACQ-2005-0701-RFP

for the Comprehensive Tolling Study

**Washington State Department of Transportation
on behalf of the
Washington Transportation Commission**

RFP Issue Date: July 8, 2005
Proposal Due Date: July 28, 2005

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SECTION I - INTRODUCTION

I-1 PURPOSE

This Request for Proposal (RFP) is seeking consultant services to conduct a Comprehensive Tolling Study for Washington State. The study will cover the entire state with an emphasis on the major urban areas.

The Commission is an independent state agency whose seven citizen members are appointed by the Governor and confirmed by the Senate. The Commission exercises responsibilities in preparing the state's transportation plan, and works with the Governor, the State Legislature, the Secretary of Transportation and others across the state in formulating transportation policy. As the state's Tolling Authority, the Commission sets tolling policy and toll rates. Authorization to impose tolls on state facilities is held by the State Legislature and, after a public vote, by the Regional Transportation Investment District (RTID) where improvements are financed in whole or part by the district (projects may be in King, Pierce and/or Snohomish counties).

This RFP is issued by the Washington State Department of Transportation ("WSDOT") on behalf of the Commission pursuant to an inter-agency agreement between the Commission and WSDOT. The WSDOT will provide project management and technical support for the Comprehensive Tolling Study ("the study"), including day-to-day project management and contractor oversight. The Commission will retain overall responsibility for the study, including approval of study findings and formal recommendations, and the presentation of study results to the Legislature. The Commission Administrator will work closely with the WSDOT Project Manager for this study in overseeing the performance of consultant. The WSDOT Project Manager will be the single point of contact to the consultant for performance of this study.

The majority of contractor work will occur between August 2005 and July 2006 with major deliverables in October 2005, December 2005, and July 2006. Results from the Comprehensive Tolling Study will include a report to the legislature for the 2006 session expected to begin January 9, 2006. The study requires completion of a number of separate but equally important tasks in a very short timeframe.

The Department, on behalf of the Commission, is requesting proposals from qualified firms to perform this work within a total contract price not to exceed \$1,000,000. The contract will be fixed price, and the amount of the contract will cover all expenses of the contractor. Payment under the contract will be based on the successful completion of the tasks, work products, and deliverables specified in this RFP to the Department's satisfaction.

I-2 BACKGROUND

The Washington State Legislature directed the Commission, with the technical assistance of the Washington State Department of Transportation (WSDOT), to conduct a comprehensive tolling "...study of the state's transportation system to determine the feasibility of administering tolls on specific transportation facilities or a network of facilities" (2005-2007 Transportation Budget, Chapter 313, Laws of 2005, Section 206(1)). This study will also serve as the comprehensive tolling study required for the new Transportation Innovative Partnerships Program (TIPP) (Chapter 317, Laws of 2005, Section 9 (2)(a)), and as the tolling study necessary to implement toll facilities within the Regional Transportation Investment District (RTID).

A consultant team will be selected to perform the study by the Commission based on a solicitation process conducted by the Department under the Commission's supervision. Firms may collaborate to provide joint proposals. In such circumstances, the consulting team must identify a prime contractor, with other participating firms acting as subcontractors.

Proposals must demonstrate how to achieve the purpose of this study to gather, analyze, and present information to support step-by-step decision-making by the executive and legislative branches to broaden and refine the potential use of tolls on transportation facilities in Washington State.

SECTION II - SCOPE OF WORK

II-1 SCOPE OF WORK

The successful consulting firm will assist the Commission and the Department with the comprehensive tolling study. The consultant will be tasked with assessing potential near and long-term tolling opportunities throughout the state. To develop this assessment, the consultant will need to conduct analyses of traffic, fiscal opportunities; current and emerging technologies; social and environmental impacts of tolling; legal and regulatory constraints; and administrative arrangements needed to implement a successful tolling strategy. The consultant's analysis must also include an assessment of public and political attitudes regarding tolling. In addition, the successful consultant will provide a methodology for identifying, evaluating and selecting candidate routes, corridors, facilities, systems, and modes. The study must also report on the discrete project-specific topics requested by the Legislature, including the toll system on the Tacoma Narrows Bridge, the use of value pricing by RTID; and the potential for tolling SR 704 (the cross-base highway.)

II-2 STUDY COMPONENTS

A brief description of the tasks to be completed is provided below. **The tasks described here are not meant to be exact descriptions of consultant's work product.** Responding firms are expected to provide their best efforts to propose a program that meets the study's goals and addresses the unique aspects of Washington State's transportation system. Each of the following study components corresponds to tasks in the detailed scope of work (see Exhibit A).

1. **Potential statewide tolling opportunities in the near-, mid-, and long-term:** *(Task 1)* This task will include an analysis, findings, and recommendations addressing step-by-step implementation potentials of tolling within the near-, mid-, and long-term. This task is intended to provide background, findings, and structure for the discussion on tolling policy options. Consideration of opportunities should include surrounding states where toll facilities are likely to be bi-state operations. As part of this task, the Firm should propose a suggested methodology for answering the question: "what projects, facilities, systems and modes should be screened through for further consideration as potential tolling opportunities for the State of Washington."
2. **Identification of candidate toll corridors, projects, integrated facilities and systems, including bi-state operations:** *(Task 2)* As part of this task, the Firm will identify candidate corridors, routes, facilities and systems where user tolls are a potential means of raising revenue (for project finance, for other capital costs, for operating costs) and/or managing the facilities to achieve more efficient utilization of capacity. It will identify approaches for integrated toll facilities and systems.
3. **Traffic Analysis for the near-, mid-, and long-term:** *(Task 3)* This analysis will demonstrate the basic issues presented using tolls to affect performance of the transportation system. It should describe the elements, powers and limits of traffic

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forecasting and present illustrative examples of real-world experience. In consultation with the Department, establish the methodologies and performance benchmarks that will be used in this study. The consultant will provide project, corridor, and system-level tolling traffic analyses.

4. **Fiscal analysis for the near-, mid-, and long-term:** (*Task 4*) This analysis will demonstrate the basic issues presented in assessing the fiscal opportunities and returns presented by tolling opportunities and strategies. It should present a clear discussion of the full range of funding options including funding from non-toll sources and the various levels of accuracy and assurance to which financial forecasting can be developed, including the steps leading to an “investment grade tolling study.” The consultant will provide project, corridor, and system-level tolling fiscal analyses.
5. **Interim Modeling and Analysis:** (*Task 5*) Using the methodologies developed in Tasks 3 and 4, conduct an analysis of candidate toll facilities identifying potential impacts of tolls on traffic and revenues.
6. **Final Modeling and Analysis:** (*Task 6*) Refined Traffic and Fiscal Analysis on all or selected candidate toll facilities. Final report from Task 5.
7. **Technology analysis for the near-, mid-, and long-term:** (*Task 7*) This analysis must summarize and illustrate the facility, vehicle, and financial system technologies that are now available to support modern tolling systems. The deliverable should also summarize currently envisioned scenarios, including migration strategies needed if necessary to move to new technology for the development and extension of toll-related technologies through 2030.
8. **Assessment of social and environmental Impacts:** (*Task 8*) This analysis will suggest and develop simple models and analytic descriptions of the issues of fairness and equity presented by the step-by-step implementation of tolled facilities and tolling systems. This analysis should illustrate such issues from the perspective of individual users and user classes.
9. **Legal and regulatory issues:** (*Task 9*) This deliverable will describe and suggest the practical significance of state and federal legal and regulatory concerns that will constrain or influence any step-by-step program for the implementation of greater reliance on tolls for raising revenue and managing transportation facilities. This deliverable will be reviewed by the Washington Office of the Attorney General.
10. **Communications and Public attitudes:** (*Task 10*)
 - 10.1 **Comprehensive Literature Survey and Analysis.** This survey and analysis should describe recent and current experience elsewhere in the US and internationally as applicable of increased reliance on tolling for revenue and/or capacity management purposes (including the use of shadow tolling.) The analysis should in particular isolate and describe on a “case study” basis those situations that appear to have seen the development of positive public attitudes toward tolling and,

in contrast, the situations that have given rise of negative public attitudes about tolling implementation. Lessons should be drawn about the strategies that are useful in building good civic understanding of tolling potentials and choices.

10.2 Plan for Assessing Public Attitudes. This deliverable will set forth a plan to assess and summarize public attitudes regarding tolling in Washington State. Proposer should include their qualifications to assess public attitudes and present a plan for new surveys or assessments of public opinions and attitudes across the state or in any part of the state concerning the public acceptability of tolling implementation. The Commission will decide at a later date whether to implement this plan. Implementation of the plan is not included as part of this RFP.

10.3 Plan for Communicating Results of this Study. This task is to develop and implement a strategy to communicate the results of this study.

- 11. Organizational and Administrative Arrangements:** *(Task 11)* This deliverable will describe organizational and administrative arrangements now in place or in development for implementing and managing tolled facilities or systems around the United States and provide recommendations of possible organizational structures for Washington State.
- 12. Tacoma Narrows Bridge Analysis:** *(Task 12)* This task will report on the tolling plan for the Tacoma Narrows Bridge, including an assessment of the possibility of a more uniform and equitable distribution of the financial impact on those paying tolls, and exploring options for reducing the outstanding debt on the bridge.

The consultant will be expected to facilitate bi-weekly teleconference coordination meetings with the commission subcommittee and department staff. In addition, the consultant will be required to facilitate workshops and policy discussions with the full commission as needed, and may be required to participate in oral presentations, in public meetings, to state boards, legislative committees and their staff during the course of the study, including at least three presentations of the final results of the study. As appropriate, the consultant may need to provide follow-up on questions or comments raised at these meetings. The consultant shall be required to follow general guidance provided by the Department staff as to the format and length of reports and briefings, as well as the level of detail appropriate for intended audiences.

II-3 DELIVERABLES TO BE PROVIDED

The successful contractor will be required to provide three separate deliverables. The intent is that each of these deliverables will be successively more developed and detailed, beginning with a high-level initial assessment and concluding with a planning-level document as the final report. With limited exceptions, each of the study's tasks will be addressed in each of the deliverables, in successively greater focus and detail. (See Table II-A below.)

Initial Assessment (Due October 28, 2005). The first deliverable is an initial assessment. A draft of the initial assessment is due on October 3, 2005. The Firm will

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provide an initial assessment of tasks 1-4, 7, 10, and 12 of the work plan. The initial assessment is intended to be a high-level overview and will be used as the basis of a planning workshop with the Commission on October 18, 2005. Therefore, the initial assessment must include sufficient detail and analysis to support the work session with the Commission and provide the basic information needed to finalize the study guidelines and assumptions. The final Initial assessment is due October 28, 2005.

Interim Report (Due January 3, 2006). The second deliverable is an interim report, due January 3, 2006. A draft of this report is due to the department on December 1, 2005, for review and comment. This report must address tasks 1 through 12, and must provide sufficient detail and analysis to support policy discussions with and between the Commission (or designees), legislature and the Governor. The analysis in this report should be at a level sufficient to allow for appropriate policy discussions, and should provide background information, illustrative examples, and specific examples of tolling opportunities.

Note: The interim report must also include specific preliminary project recommendations regarding:

- RTID toll projects, including value pricing feasibility,
- The Tacoma Narrows Bridge analysis; and,
- The feasibility of tolling SR 704.

Final Report (Due July 30, 2006). The third deliverable, the final report, will continue from the interim report, refining strategies and project scopes, analyses, findings and recommendations. Performance analysis will be elevated to “planning level” on selected strategies based on comments and review of the draft. Refinements of the RTID recommended projects will be provided. Public outreach and communications will take on an increased intensity and include a broad range of communication and education activities. The final report will address all tasks.

A draft of the final report must be provided by June 30, 2006, to allow the Commission and WSDOT an opportunity to review and comment on the report before it is finalized. In addition to the actual report, each of these three deliverables shall also include an executive summary, presentation and folio.

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Table II-A: Summary of Tasks and Deliverables.

Task	Description	Deliverable 1: Initial Assessment (October, 2005)	Deliverable 2: Interim Report (January, 2006)	Deliverable 3: Final Report (July, 2006)
1	Analysis of Potential step-by-step tolling opportunities in the near-, mid-, and long-term	X	X	X
2	Identification of toll corridors, projects, integrated facilities, and systems	X	X	X
3	Traffic Analysis for the near-, mid-, and long-term	X	X	X
4	Fiscal Analysis for the near-, mid-, and long-term			
4.1	Limitations and uses of tolling fiscal analysis	X	Progress Report Only	X
4.2	Traffic analysis and revenue discussion	X	Progress Report Only	X
4.3	Fiscal Analysis methodology	X	X	X
5	Interim Modeling and Analysis		X	X
6	Final Modeling and Analysis			X
7	Technology Analysis for the near-, mid-, and long-term	X	X	X
8	Assessment of social and environmental impacts		X	X
9	Legal and regulatory issues		X	X
10	Communications and Public Attitudes			
10.1	Public Attitudes Literature Survey	X	X	X
10.2	Plan for Assessing Public Attitudes			X
10.3	Communications Strategy			X
11	Organizational and Administrative Arrangements		X	X
12	Tacoma Narrows Bridge Analysis	X	X	X

II-4 REPORTING AND DELIVERY REQUIREMENTS

Work Plan.

All work shall be in accordance with an approved work plan:

- 1) Within ten (10) calendar days after the contract start date, the Firm shall develop a final work plan to meet the work requirements in Sections II-1 and II-2 of this RFP, and any changes necessary based on additional information or input provided by department staff. The work plan shall include:
 - The specific tasks and sub-tasks to be performed;
 - The expected duration and level of effort in hours by person;
 - The specific data that will be needed, along with data sources;
 - A schedule for performing the tasks;
 - The milestone dates; and

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- The management, supervisors, staff and affiliates assigned to the tasks and subtasks, and the amount of time each person will spend on each task and subtask.
- 2) The final work plan is subject to approval by the department. Any subsequent changes shall also require approval by the department.

Deliverable Dates. Major deliverables will be due according to the following schedule.

	Delivery Date	Deliverable
(1)	10 calendar days after contract start date	Final work plan
(2)	Bi-weekly on Thursdays	Bi-weekly progress report
(3)	October 3, 2005 (review draft due) October 18, 2005 (tentative) Commission Workshop October 28, 2005 Initial Assessment due	Initial Assessment: The consultant will provide an initial assessment of the critical elements of the scope of work, as described in Section II-2. This deliverable will include a sufficient background detail and analysis to support the Commission's understanding of tolling, and the scope and nature of the work program. Once the initial assessment has been accepted by the Department, the consultant will conduct a working session with the Commission on the contents of the initial assessment. (This work session is tentatively scheduled for the Commission's October 18 meeting.)
(4)	December 1, 2005 (review draft due) January 3, 2006 Interim Report due	Interim report: An analysis of the potential tolling opportunities in the near-, mid-, and long-term. Should provide background information, illustrative examples, and specific examples of tolling opportunities. Interim report will include specific preliminary project recommendations regarding the Tacoma Narrows Bridge, RTID toll projects (including value pricing feasibility); and the feasibility of tolling SR 704.
(5)	June 30, 2006 (draft final report due) July 31, 2006 (final report due)	Final report. The final report will continue from the interim report, refining strategies and project scopes, analysis, findings and recommendations. Performance analysis will be elevated to "planning level" on selected strategies based on comments and review of the draft. Refinements of the RTID recommended projects will be provided. Public outreach and communications will take on an increased intensity and include a broad range of communication and education activities. The Commission and WSDOT will provide comments within 15 working days of receipt of draft report. The final report shall incorporate all changes necessary, as determined by the Commission and WSDOT staff.

Progress Reporting

The consulting firm shall provide to the department's project manager bi-weekly reports and be available to participate in a bi-weekly conference call to discuss the results. The bi-weekly report shall include the following items as a minimum.

- A summary of any preliminary findings or issues of significance.
- Risks or issues that might affect the schedule or level of effort as planned, and their required resolution time frames.
- Progress against planned tasks and activities for the particular reporting period.
- The specific accomplishments achieved during the reporting period, including a listing of persons contacted or interviewed and documents reviewed.
- Planned tasks and activities for the next reporting period, including anticipated contacts and research plans.
- Disposition of previously reported risks or issues.
- Proposed revisions to the workplan, specifically noting any suggested changes in schedule or assumptions. (Note: as indicated in Section II-4), actual revisions to the work plan must be approved by the department.)
- Interim reports and data providing the results of the analysis, as the analysis is completed.
- The progress reports, which shall be filed electronically 24 hours prior to the scheduled conference call, shall be organized into narrative language that is clear, concise, and structured to be easily understood by a third party.

SECTION III – MANDATORY MINIMUM QUALIFICATIONS

III-1 MANDATORY FIRM QUALIFICATIONS

The minimum qualifications listed here are to ensure Firms have adequate experience and appropriate expertise to serve as the primary consultant on the Comprehensive Tolling Study. **Other Mandatory Requirements are listed in other sections of this RFP.**

The Firm must submit qualification information to show conformance to the following mandatory requirements. Failure to submit these items will result in Firm's proposal being rejected.

- The Firm must be licensed to do business in the State of Washington.
- Each Firm must provide a minimum of three (3) customer references where they have delivered services and work products that demonstrate the capability to perform the task requested in this solicitation. Preferably, references should correspond to the projects described in Section VI-7 (Firm's Recent and Relevant Experience.) These references must include the company's name; contact person's name and title, address, phone number; description of work provided for the customer; and the dollar value and duration of contract.
- Firms shall have recent experience (within the past five years) that demonstrates substantial experience in toll and pricing policy development, planning, implementation, and technology. Specific experience in traffic and financial analysis and forecasting for major highways, corridors or crossings is highly desired. Evaluation of this qualification will be based on information required by Section VI-7 (Firm's Recent and Relevant Experience.)
- The Firm must disclose all current contracts with:
 - The Washington State Department of Transportation,
 - The Washington State Transportation Commission,
 - Other governmental or private organizations implementing or promoting specific tolling technologies or approaches.

The Firm must provide an assurance that these arrangements do not impair the firm's or employees' personal, external or organizational independence. The Project Manager reserves the right to request additional information from the Firm to ascertain whether contractual or other relationships impose actual impairments to independence. Failure to provide additional clarifying information may be grounds for disqualification from this procurement.

- Firms who do not meet these minimum qualifications shall be deemed non-responsive and will not receive further consideration.

SECTION IV - GENERAL INFORMATION

IV-1 DEFINITIONS

“Firm” means an entity intending to submit or submitting a proposal for the project assembled specifically for this purpose.

“Apparently Successful Firm(s)” means the Firm(s) or firm(s) selected by the Department as the most qualified entity to perform the stated services.

“Project Manager” means the WSDOT project manager for the Comprehensive Tolling Study.

“Commission” means the Washington State Transportation Commission.

“RFP” means this Request for Proposal, any *addendum* or *erratum* thereto, Firms' written questions and the respective answers, and any related correspondence that is: (1) addressed to all Firms, and (2) signed by the Project Manager or his/her designee.

“WSDOT” and/or “Department” means the Washington State Department of Transportation.

IV-2 COMPENSATION AND PAYMENT

The compensation for the duration of this contract shall be fixed from the fee included in the Firm's proposal. Fixed Bids must include all costs including, but not limited to: labor, travel, lodging, per diem, administrative and any and all incidentals necessary to complete the performance of the proposed contract.

Progress billing may be submitted following completion of the following deliverables:

Deliverable	Percentage of Contract Amount Payable
Initial assessment (Due October 28, 2005)	18%
Interim Report (Due January 3, 2006)	33%
Final Report (Due July 30, 2006)	34%
Contractor Progress Reports (September 2005 to June 2006.) Billing to be submitted with the first bi-weekly report of each month.	1% per monthly billing
Public presentations of final study results to the Commission and other public bodies, as appropriate. (To be completed no later than October 31, 2006)	5%

The firm(s) selected will be expected to produce professional quality written reports that meet the Department standards for quality and that clearly document the basis for findings, conclusions, and recommendations.

IV-3 EXPECTED TIME PERIOD FOR CONTRACT

The period of contract performance is expected to be from August, 2005, through October 31, 2006. The majority of the work is expected to be complete by July 30, 2006.

SECTION V - INSTRUCTIONS FOR COMPLETING AND SUBMITTING PROPOSALS

V-1 RFP COORDINATOR

The issuance of this RFP has been approved by the WSDOT Finance and Administration, a Division of WSDOT.

The RFP Coordinator is the **sole point of contact** in the WSDOT for this procurement. All communication between the competing Firms and WSDOT upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Denise Blue, RFP Coordinator
Washington State Department of Transportation
Hand Deliveries to: 310 Maple Park Avenue SE, First Floor Reception Desk
P.O. Box 47408
Olympia, WA. 98504-7408
Phone: 360-705-7548
FAX: 360-705-6848
Email: bluede@wsdot.wa.gov

ANY OTHER COMMUNICATION WILL BE CONSIDERED UNOFFICIAL AND NON-BINDING ON THE WSDOT. FIRMS ARE TO RELY ON WRITTEN STATEMENTS ISSUED BY THE RFP COORDINATOR. COMMUNICATION DIRECTED TO PARTIES OTHER THAN THE RFP COORDINATOR MAY RESULT IN DISQUALIFICATION OF THE FIRM.

V-2 SCHEDULE OF PROCUREMENT ACTIVITIES

All Firms must adhere to the following schedule of activities. Firms mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator listed in this RFP. Notwithstanding the provisions of RCW 1.12.070, late proposals will not be accepted, nor will time extensions be granted.

<u>Event</u>	<u>Date</u>
RFP Issued	July 8, 2005
Proposer's Conference (10:00 a.m. to 12:00 noon) and deadline for written RFP clarifications/questions	July 18, 2005
Mandatory Letters of Intent to Propose due	July 18, 2005
Amendment – WSDOT's response to clarifications/questions	July 20, 2005
Proposal due date	July 28, 2005
Finalist oral interviews (if required)	August 8-10, 2005
Announcement of Apparently Successful Firm(s)	August 17, 2005
Contract start date	August, 2005

WSDOT reserves the right to revise this schedule.

V-3 PROPOSER'S CONFERENCE AND FIRM'S QUESTIONS AND ANSWERS

A Proposer's Conference will be held from 10:00 a.m. to 12:00 noon, July 18, 2005, at the **WSDOT Headquarters, Commission Board Room, Olympia, Washington.** WSDOT will discuss general requirements of this RFP and schedule. Any written questions received during the Proposer's Conference will be processed according to the question and answer procedure described in the following paragraph. Oral questions and answers will not be recorded and no further response will be provided. Attendance at this conference is NOT mandatory.

Specific questions concerning this RFP should be submitted in writing to the RFP Coordinator at the address specified in Section V.1 of this RFP. Hand delivered, faxed and email submission of questions is acceptable. The RFP Coordinator must receive questions no later than 5:00 p.m. the date specified in Section V-2 Schedule of Procurement Activities.

All written questions and answers will be compiled and presented in written form as an Amendment to the RFP. Only Firms submitting a Letter of Intent to Propose will be notified via email of amendments and/or other communications regarding this RFP.

V-4 FACSIMILE AND EMAIL COMMUNICATIONS

You may use facsimile and/or email for any communication required in this RFP **EXCEPT for your formal response to the RFP (Firm proposal) and protest, if any.** You may **NOT** send your proposals or protest by facsimile or email communication.

V-5 PROPOSAL FORMAT AND CONTENT

Firms must submit one (1) original and twelve (12) paper copies of their proposal and one (1) complete copy in PDF format on a CD-ROM. Proposals should be prepared on 8 ½ x 11 inch paper, using separators for the major sections of the proposal and each copy shall be bound in a three-ring notebook. Charts and/or schedules that are printed on 11 x 17 inch paper shall be folded to 8 ½ x 11 size to fit in the binder. **The original shall be unbound. If proposals are bound by any other means, the Firm will automatically be disqualified.** Only the original paper document shall be considered the official proposal.

The proposal should be prepared simply and economically, providing a straightforward and concise description of the Firm's ability to meet the requirements of this RFP. Standard brochures are not to be included in the proposal. Sections 2, 3, 4, and 5 of the proposals are limited to a total of thirty pages maximum. The cover letter, executive summary, responses to Sections 6 and 7, and tabs and section dividers are excluded from the thirty-page limitation. Proposed project staff resumes are also excluded from the thirty-page limitation. Clarity is essential and will be considered in assessing the proposers' capabilities.

Organize your proposal in the order given below. Title and number each item the same way it appears in each section. You must respond to every item in the manner requested.

The RFP Proposal shall include a cover letter and seven (7) distinct sections:

COVER LETTER. **

SECTION 1: Executive Summary **

SECTION 2: General Requirements

SECTION 3: Technical Proposal

SECTION 4: Management Proposal

SECTION 5: Firm's Recent and Relevant Experience

SECTION 6: Price Proposal **

SECTION 7: Certifications and Assurances Form **

**** These sections are excluded from the 30-page limit**

V-6 SIGNATURES

The Cover Letter, the Certifications and Assurances and Price Proposal Certification forms must be signed and dated by a person authorized to legally bind the Firm to a contractual relationship, e.g., the President or Executive Director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship.

V-7 MANDATORY LETTER OF INTENT TO PROPOSE

Firms wishing to participate in this process must provide a written Letter of Intent to Propose, Exhibit D is provided to assist Firms. The RFP coordinator must receive this letter by 5:00 P.M., Pacific Time, on the date specified in the Schedule of Procurement Activities, Section V.2 of this RFP. **Failure to submit a Letter of Intent will result in disqualification from further participation in this RFP process. The Letter of Intent may be submitted by e-mail to the RFP Coordinator. Firms submitting a Letter of Intent by e-mail will receive an e-mail confirmation of receipt.** Submission of a Letter of Intent constitutes the Firm's acceptance of the procedure, review criteria, and administrative instructions of this RFP.

ONLY FIRMS SUBMITTING A LETTER OF INTENT WILL RECEIVE AMENDMENTS AND OTHER INFORMATION REGARDING THIS RFP. FAILURE TO SUBMIT A LETTER OF INTENT TO WSDOT, BY THE DEADLINE SPECIFIED, WILL RESULT IN THE REJECTION OF THE FIRM'S PROPOSAL.

V-8 AMENDMENT(S) TO THE RFP

WSDOT reserves the right to revise the RFP and/or to issue amendments to the RFP. For this purpose, questions and answers submitted to WSDOT and other pertinent information will be provided as an amendment to the RFP.

In the event that it becomes necessary to revise any part of this RFP, an amendment will be provided to all Firms who have submitted a Letter of Intent to WSDOT by the date specified in Section V.2, Schedule of Procurement of Activities.

The Firm is instructed to disregard any oral representations it may have received. Proposal evaluation will be based on the material contained in the RFP and any amendments issued to the RFP.

WSDOT also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract. In the event it becomes necessary to revise any part of the RFP, an amendment will be provided to all those who submitted a Letter of Intent to Propose.

V-9 PREPARATION AND TRAVEL COSTS

The Commission and the Department will not be liable for any costs associated with preparation and presentation of a proposal submitted in response to this RFP.

The Firm assumes responsibility for its personnel's travel and associated costs as they relate to the competing on this project. These costs must be considered in the cost of the proposal.

V-10 SUBMISSION LIMIT

After submission, Firms will not be allowed to amend the proposal. Responses consisting solely of marketing material are not acceptable and will be rejected.

V-11 FAILURE TO COMPLY

THE PROPOSING FIRM MUST PROVIDE A RESPONSE TO ALL SECTIONS OF THE RFP ESPECIALLY SECTIONS SPECIFIED AS “MR” (MANDATORY REQUIREMENT). A FIRM’S FAILURE TO COMPLY WITH ANY PART OF WSDOT’S REQUEST FOR PROPOSAL MAY RESULT IN THE FIRM’S PROPOSAL BEING DISQUALIFIED FOR BEING NON-RESPONSIVE TO WSDOT’S REQUEST.

V-12 ACCEPTANCE PERIOD

Proposals providing less than ninety (90) days for acceptance by WSDOT from the due date set for receipt of proposals will be considered non-responsive and will be rejected. Proposals that do not address all areas requested by this RFP may be deemed non-responsive and may not be considered for a possible contract resulting from this RFP.

V-13 REJECTION OF PROPOSALS

WSDOT reserves the right at its sole discretion to reject all proposals received without penalty and not to issue a contract as a result of this RFP. WSDOT also reserves the right at its sole discretion to waive minor administrative irregularities contained in any proposal.

V-14 RECEIPT OF INSUFFICIENT COMPETITIVE PROPOSALS

If WSDOT receives only one (1) responsive proposal as a result of the RFP, WSDOT reserves the right to select the contractor which best meets WSDOT’s needs. The Firm need not be the sole proposer.

V-15 MOST FAVORABLE TERMS

WSDOT reserves the right to make an award without further discussion of the proposal submitted. An exception is that the RFP Coordinator may contact the Firm for clarification of a portion of the Firm’s proposal. Therefore, the proposal should be submitted initially on the most favorable terms, which the Firm can propose. There will

be no best and final offer process. The Firm should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. Contract negotiations may incorporate all of the Firm's proposal. It is understood that the proposal will become a part of the official file on this matter without obligation to the WSDOT.

V-16 OBLIGATION TO CONTRACT

This RFP does not obligate the State of Washington or WSDOT to contract for service(s) specified herein.

V-17 COST TO PROPOSE

WSDOT will not be liable for any costs incurred by the Firm in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

WSDOT also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract. In the event it becomes necessary to revise any part of the RFP, an amendment will be provided to all those who submitted a Letter of Intent.

V-18 PROPOSAL REJECTIONS

Solely WSDOT will make determination of clarity and completeness in the responses to any of the provisions in this RFP. WSDOT reserves the right to require clarification, additional information, and materials in any form relative to any or all of the provisions or conditions of this RFP.

The Firm is specifically notified that failure to comply with any part of the Request for Proposals may result in rejection of the proposal as non-responsive.

WSDOT reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP. WSDOT also reserves the right at its sole discretion to waive minor administrative irregularities contained in any proposal.

V-19 PUBLICITY

No informational pamphlets, notices, press releases, research reports, and/or similar public notices concerning this project may be released by the Apparent Successful Firm without obtaining prior written approval from WSDOT.

V-20 WAIVERS

WSDOT reserves the right to waive specific terms and conditions contained in this RFP. It shall be understood by Firms that the proposal is predicated upon acceptance of all terms and conditions contained in this RFP unless the Firm has obtained such a waiver, in writing, from WSDOT prior to submission of the proposal. Such a waiver, if granted, will be granted to all Firms.

V-21 STATE CONSTITUTION – APPLICABLE PROVISIONS

V.21.1 Payment Advances

The Constitution of the State of Washington prohibits payments in advance for anticipation of receipt of goods or services. Contractors are paid after goods are delivered and accepted and/or services rendered.

V.21.2 Conditional Sales Contract

The State may not enter into a conditional sales contract unless the contract can be canceled for non-allocation of funds by the legislature with no penalty to the State.

V-22 RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in the RFP. Only responsive proposals will be forwarded to the Evaluation Team for further review.

V-23 AWARD BASED ON MULTIPLE FACTORS

The evaluation process is designed to award the contract to the Firm whose proposal best meets the requirements of this RFP. The final selection, if any, will be based upon the Evaluation Team's recommendation after analysis of the proposals submitted.

V-24 NOTIFICATION TO UNSUCCESSFUL FIRMS

Firms whose proposals have not been selected will be notified via email.

V-25 DEBRIEFING OF UNSUCCESSFUL FIRMS

Firms, which submitted a proposal and were not selected, will be given the opportunity for a debriefing conference. The RFP Coordinator must receive the request for a debriefing conference within five (5) business days after the notification of unsuccessful Firm letter is sent. The debriefing shall be held within five (5) business days of the request.

Discussion will be limited to a critique of the requesting Firm's proposal. Comparisons between proposals or evaluations of the other proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone and will be scheduled for a maximum of one hour.

V-26 RESOLUTION OF COMPLAINTS AND PROTESTS

V-26.1 Complaints

A complaint may be made before a Firm responds to a solicitation document if the Firm believes that the document unduly constrains competition or contains inadequate or improper criteria. The written complaint must be made to the issuing agency before the due date of the solicitation response. The agency solicitation process may, however, continue.

V-26.2 Protests:

Protests may be made after the agency conducting the acquisition has announced the apparently successful Firm and after the protesting Firm has had a debriefing conference with that agency. Protests may be made on only these grounds:

- Arithmetic errors were made in computing the score.
- The agency failed to follow procedures established in the solicitation document, or applicable state or federal laws or regulations.
- There was bias, discrimination, or conflict of interest on the part of an evaluator.

Protests are always initially made to the agency conducting the acquisition. A person authorized to bind the Firm to a contractual relationship must sign the protest letter. The agency must receive the written protest within five (5) business days after the debriefing conference. It must also postpone further steps in the acquisition process until the protest has been resolved.

Individuals not involved in the protested acquisition will objectively review the written protest material submitted by the Firm and all other relevant facts known to the agency. The agency must deliver its written decision to the protesting Firm within five business days after receiving the protest, unless more time is needed. The protesting Firm will be notified if additional time is necessary.

Form and Content: A written protest must contain the facts and arguments upon which the protest is based and must be signed by a person authorized to bind the Firm to a contractual relationship. At a minimum, this must include:

- The name of the protesting Firm, its mailing address and phone number, and the name of the individual responsible for submission of the protest.
- Information about the acquisition and the acquisition method and name of the issuing agency.
- Specific and complete statement of the agency action(s) protested.
- Specific reference to the grounds for the protest.
- Description of the relief or corrective action requested.

Protests shall be addressed to:

Paula Hammond, Chief of Staff
Washington State Department of Transportation
PO Box 47316
Olympia, Washington 98504-7316

The protesting Firm must also forward a copy of the protest to the RFP Coordinator at the same time.

Upon receipt of a protest, a protest review will be held by WSDOT by Paula Hammond or her designee. All available facts will be considered, and a decision will be issued within five (5) business days of receipt of the protest. If additional

time is required, the protesting party will be notified of the delay within five (5) business days of receipt of the protest.

V-27 PROPRIETARY INFORMATION / PUBLIC DISCLOSURE

Materials submitted in response to this competitive procurement shall become the property of WSDOT.

All proposals received shall remain confidential until the contract, if any; resulting from this RFP is awarded, i.e., signed, and approved by all parties. Thereafter the proposals shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, "Public Records."

In the event a Firm desires to claim portions of his/her proposal as exempt from public disclosure, the Firm must identify those portions in the proposal cover letter. Each page of the proposal claimed to be exempt must be clearly identified as "confidential." WSDOT has the authority to decide whether any or all of the claimed exemptions are appropriate.

WSDOT will consider a Firm's request for exemption from disclosure; however, WSDOT will make a decision predicated upon applicable laws. Marking the entire proposal exempt from disclosure will not be honored. The Firm must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be made available until the affected Firm has been given an opportunity to seek a court injunction against the requested disclosure.

The proposal of the successful Firm generally becomes part of the contract, which is subject to public disclosure. Data contained in the proposal, all documentation provided, and innovations developed as a result of the contract become the property of WSDOT.

SECTION VI – PROPOSALS

VI-1 COVER LETTER

A single-page transmittal letter signed by an official authorized to solicit business and enter into contracts for the firm. The transmittal letter should include the name, telephone number and e-mail of the Firm's contact person.

VI-2 EXECUTIVE SUMMARY (Section 1)

The Executive Summary (maximum of two pages) should include a brief discussion of the Firm's understanding of the purpose and scope of the project, the consultant's proposed approach to the project, identification of the proposed project manager and any assumptions made in the proposed approach.

VI-3 GENERAL REQUIREMENTS (Section 2)

In the General Requirements Section, the firm must describe its organization. The firm must provide all information requested in the order specified below. This section is initially scored on a pass/fail basis to ensure the Firm has submitted the required information. This section is then evaluated according to the evaluation criteria in Section VII. Failure to respond to any mandatory requirements will be viewed as non-responsive and the proposal will be disqualified. If the proposal includes a subcontractor(s), the Firm must submit specific information for each subcontractor.

VI-3.1 Business Description and Organization

The Firm must provide all information requested in the exact order specified below:

VI-3.1.1 Business Identification (MR)

The Firm must provide an overview of the Firm, including, but not limited to the following:

- Firm's name and address and main business location
- State the location of the facility from which the Firm would operate, the telephone, fax and e-mail address
- Firm size and length of time in business
- Areas of specialization and expertise

VI-3.1.2 Company Officers (MR)

The Firm must provide the names, addresses, and telephone numbers of principal officers (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.)

State the name, the title, or position, address, email address, fax and telephone number of the individual who would have primary responsibility for the project resulting from this RFP. Disclose who within the firm will have prime responsibility and final authority for the work under the proposed contract.

VI-3.1.3 Legal Status (MR)

Specify the legal status of the Firm (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business, as the entity now exists.

VI-3.1.4 Tax Information (MR)

Provide your Firm's Federal Employer Tax Identification number and the Washington Uniform Business Identification (UBI) number issued by the State of Washington Department of Revenue.

VI-3.2 Previous State Contracts (MR)

If the Firm or any party named previously contracted with the state of Washington during the past 24 months, indicate the name of the state agency, the contract number and describe the work and/or provide other information available to identify the contract.

VI-3.3 Current Contracts (MR)

The firm must disclose all current contracts with:

- The Washington State Department of Transportation
- The Washington State Transportation Commission
- Other governmental or private organizations implementing or promoting specific tolling technologies or approaches.

For each contract disclosed, provide an explanation as to how these arrangements do not impair the firm's or employees' personal, external or organizational independence. The WSDOT reserves the right to request additional information from the Firm to ascertain whether contractual or other relationships impose actual impairments to independence. Failure to provide additional clarifying information may be grounds for disqualification from this procurement.

VI-3.4 Former Employee Status (MR)

If any employee of the Firm or Subcontractor was an employee of the state of Washington during the past 24 months, or is now an employee of the state of Washington, identify the individual by name, state agency previously or currently employed by, job title or position held and separation date.

VI-3.5 Sub-Contracting (MR)

If any technical functions will be addressed by a subcontractor (any person not in the full time employ of the Firm or consulting Firm who will act as primary Firm in providing the external consulting services), the subcontractors' resume(s) will display the word "SUBCONTRACTOR" in bold letters clearly printed across the top of the first page. In addition, supply the subcontractor's response to the information requested in the Section VI.

VI-3.6 Contract Terminations (MR)

If the Firm has had a contract terminated for default in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the Firm's non-performance or poor performance. Issue of performance may have been (a) not litigated due to inaction on the part of the Firm, or (b) litigated and such litigation determined that the Firm was in default.

Submit full details of the terms for default. Identify the other party, its name, address, and phone number. Present the Firm's position on the matter. WSDOT will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience.

If the Firm has experienced no such termination for default in the past five (5) years, so indicate.

VI-3.7 Firm Must Provide Business References (MR)

The Firm must supply names; addresses and telephone numbers of a minimum of three (3) non-Firm owned business references for which the Firm has completed similar work recently. Projects listed in Section VI-7 (Firm's Recent and Relevant Experience) may be used to satisfy this requirement. Include a brief description of the type of service provided. **Note: At least ONE of the THREE references required in this section must be for the projects listed in Section VI-7 (Firm's Recent and Relevant Experience).** The Firm must grant permission to WSDOT to independently contact the references at WSDOT's convenience. Do not include current WSDOT staff as references.

The references will be asked about your approach used to deliver services for the referenced project and the quality of services delivered. All reference call attempts and completed calls will be logged with date, time, name of person being called, and the name of person making the call. All telephone calls, regardless of reference location will be made from 6 AM to 3 PM, Pacific Daylight Time. WSDOT's inability to contact the named individual(s) or a suitable alternate reference representative after three (3) attempts via telephone or email will invalidate the reference. **Any Firm failing to submit the required number of business references will be eliminated from further consideration.**

WSDOT will not accept any other terms for contacting references other than what is stated above.

VI-3.8 Acceptance of WSDOT's General Terms and Conditions (MR)

THE FIRM MUST CLEARLY STATE IN THEIR RESPONSE TO THIS SECTION THAT THEY ACCEPT THE TERMS AND CONDITIONS AS PRESENTED IN THIS RFP.

THE APPARENTLY SUCCESSFUL FIRM WILL BE EXPECTED TO ENTER INTO A CONTRACT WITH WSDOT WHICH IS SUBSTANTIALLY THE

SAME AS THE CONTRACT ATTACHED AS EXHIBIT E, INCLUDING WSDOT'S GENERAL TERMS AND CONDITIONS.

IN NO EVENT IS A FIRM TO SUBMIT ITS OWN STANDARD CONTRACT TERMS AND CONDITIONS AS A RESPONSE TO THIS RFP. THE FIRM MAY SUBMIT SUGGESTED EXCEPTIONS OR MODIFICATIONS THAT THEIR FIRM MAY HAVE TO THE PROPOSED TERMS AND CONDITIONS.

VI.3.9 Proof of Insurance (MR)

Each Firm must indicate in the Cover Letter and as a condition of contract award, that they will provide proof of insurance as required in Exhibit E.

VI-4 TECHNICAL PROPOSAL (SECTION 3)

The technical proposal should respond to each of the requested services enumerated in Section II-2, the deliverables enumerated in Section II-3, and the proposed detailed work program (Exhibit A). The technical proposal should describe the approaches, methodologies, and techniques that will be used to provide these services and produce these deliverables. The technical proposal should describe in as much detail as possible anticipated tasks, levels of effort, schedules, coordination work and meetings with state agencies, local governments, and private firms, data requirements, and other technical aspects of the firm's proposal.

The tasks described in Section II-2 and Exhibit A are not meant to be exact descriptions of consultant's work product. Responding firms are expected to provide their best efforts to propose a program that meets the study's goals and addresses the unique aspects of Washington State's transportation system.

Proposals must include all costs associated with the Firm accomplishing said work. Costs must include, but is not limited to; labor, travel, lodging, per diem, administrative and any and all incidentals necessary to complete the performance of the proposed contract. WSDOT will not be responsible for any costs expended not included in the Firms proposal. Firm must identify costs per Deliverable identified in the Work Plan, Schedule and Budget Section.

VI-4.1 Work Plan, Schedule and Budget

The Firm must submit a detailed preliminary work plan for each project task described in Exhibit A of this RFP. Discuss how you will conduct each task of the project and prepare deliverables. Specific deliverables are listed below. The work plan shall include a preliminary project schedule and budget. The description of the proposal approach to performing the project should fully discuss the tasks in sufficient detail to demonstrate a clear understanding of the project. The schedule should show the expected sequence of tasks and important milestones. Identify all staff included in the work plan by name and identify the specific tasks for which each individual will be responsible. The Contractor, in consultation with WSDOT staff, will develop a final Work Plan, Schedule and Budget.

VI-4.1.1 Work Plan (MR)

The Firm's preliminary work plan must address all work or project requirements contained in the RFP necessary to accomplish the Scope of Work. Each Firm's work plan must be in sufficient detail to convey to members of the evaluation team that the Firm has the subject knowledge and skills necessary to successfully accomplish the project.

VI-4.1.2 Schedule and Budget (MR)

The Firm must submit a preliminary schedule and budget, with costs identified by tasks and subtasks described in Exhibit A and corresponding to the detailed work plan submitted in response to VI-2.1.1 above. The budget should present an estimated breakdown of hours and expenses by task. It should identify key personnel and job descriptions, including billing rates, in relation to each task so that a full explanation of the resources committed to the project is outlined. **The price proposal submitted for Section 6 should correspond to the Schedule and Budget submitted for this Section.** A task budget should also be submitted for proposed sub-consultants with contracts estimated to exceed \$25,000.

VI-4.1.3 Deliverables

Firm shall be responsible for submitting the deliverables described in Section II-3.

VI-5 MANAGEMENT PROPOSAL (SECTION 4)

Describe how your firm proposes to organize, manage, control, and report on the status of the project. Identify all critical milestones.

VI-5.1 Project Organization (MR)

RFP proposals will be evaluated with significant weight given to a strong project organization. It will be essential that team members are committed to the project during their period of participation and that reporting lines are clear. There must be a lead individual within the Firm who WSDOT management can successfully work with to resolve any problems, issues, or concerns.

The Firm must provide a project organizational chart indicating lines of authority for personnel who will be involved in the performance of the potential contract. Identify the staff that will be assigned to the project, including those who will lead the interactions with state implementing and oversight agencies, and those who will conduct the on-site fieldwork. Discuss staff responsibilities and the amount of time they will devote to the project by task or issue area. Succinctly state each person's qualifications and relevant experience. The project organization chart must also show lines of authority to the next senior level of management within the Firm.

VI-5.2 Project Approach, Methodology and Control (MR)

The Firm must provide a complete description of how they intend to manage the project with special considerations to:

- An overview of the project approach
- The project methodology
- Decision making process
- Communications
- Issues management
- Project management

VI-5.3 Project Responsibilities and Qualifications (MR)

Results from the Comprehensive Tolling Study will include a report to the legislature for the 2006 session expected to begin January 9, 2006. The study requires completion of a number of separate but equally important tasks in a very short timeframe. Consultants should include a statement acknowledging this time requirement, a commitment by consultant to meet the required schedule and a statement addressing the specific consultant team resources that will be used to accomplish the tasks in the allotted time. This acknowledgement should specifically be addressed in the Management Proposal and will be a primary scoring consideration.

The Firm must provide resumes for the named staff, which must include information on the individual's particular skills related to this project, education, experience, significant accomplishments, and responsibilities assumed on other projects. Resumes should be limited to one-page for each staff person assigned to the project and should include a description of the functional role each team member will perform. Summarize the individual's training and experience relevant to this project. Include resumes for key subcontractor personnel (if any) as well. *[Note: As attachments, staff resumes will not count against the specified page limitations.]*

THE FIRM MUST COMMIT THAT STAFF IDENTIFIED IN ITS PROPOSAL WILL ACTUALLY PERFORM THE ASSIGNED WORK. ANY STAFF SUBSTITUTION MUST HAVE THE PRIOR APPROVAL OF WSDOT.

VI-6 PRICE PROPOSAL (SECTION 5)

WSDOT is accepting Fixed Bids ONLY. Fixed Bids must include all costs associated with the Firm accomplishing said work. Cost must include, but is not limited to: labor, travel, lodging, per diem, administrative and any and all incidentals necessary to complete the performance of the proposed contract. WSDOT will not be responsible for any costs expended not included in the Firms Fixed Bid.

VI-6.1 Price Proposal Certification (MR) (Exhibit B)

WSDOT is requesting a price proposal that includes the total price for all work efforts and deliverables to be provided in this response to this RFP. Responses not providing a price proposal based on deliverables will be disqualified for not meeting the minimum mandatory requirements. Firms must complete, sign, and submit Exhibit B the Price Proposal Certification as part of their proposal.

VI-6.2 Award Not Based on Lowest Price

The evaluation process is designed to award this procurement not necessarily to the Firm with the lowest price proposal, but rather to the Firm whose proposal best meets the requirements of this RFP.

VI-6.3 State Sales Tax

Firms are required to collect and pay Washington State sales tax, if applicable.

VI-6.4 Budget

WSDOT budget for this work is not to exceed \$1,000,000.

VI-7 FIRM'S RECENT AND RELEVANT EXPERIENCE (SECTION 6)

Indicate the Firm's experience relevant to this project, with particular attention to the staff that would be working on the project. Highlight the Firm's experience that will meet the study's goals and previous consulting or evaluative services including the following areas:

- 1) Strategic Transportation Planning in a regional or state/multi-state area
- 2) Toll and Pricing planning and implementation
- 3) Variable, value or congestion pricing planning and implementation
- 4) Tolling and Pricing technology
- 5) Traffic analysis and forecasting for major highways, corridors or crossings
- 6) Transportation financing, particularly direct user fee financing
- 7) State, local and federal legislation related to transportation and pricing
- 8) Social and Environmental impacts of transportation and tolling projects
- 9) Public information and opinion research

Both the Firm's overall relevant experience and the quality of specific work products will be considered in determining the successful proposer.

List major contracts or other employment history during the last five (5) years that relate to the Firm's ability to perform the services called for under this RFP. Specifically list all work related to the items listed above, indicating the role of the firm on the project and specific staff assignments on the project. Include the contract numbers, period of performance, contact persons and telephone numbers.

The firm(s) selected will be expected to produce professional quality written reports that meet the Department standards for quality and that clearly document the basis for findings, conclusions, and recommendations.

The Firm must provide a one-page description of previous projects similar to the services requested in this RFP, indicating the project title, timing, budget, sponsoring agency and sponsor manager, and roles played by individuals proposed for this study. A maximum of five (5) project descriptions is desired. **Note: At least ONE of the projects**

submitted as required references must be listed here. Please include the name of the contact person and organization for which the work was done and year that the work was done. Please provide contact telephone number and e-mail address.

VI-8 CERTIFICATIONS AND ASSURANCES (SECTION 7)

The Certifications and Assurances form (Exhibit C) must be signed by the president or chief executive officer of a corporation, the managing partner of a partnership, the proprietor of a sole proprietorship, or all members of a joint venture included in the Firm's proposal.

SECTION VII - EVALUATION OF PROPOSALS

VII-1 EVALUATION PROCEDURE

Proposals will be initially evaluated on a pass/fail basis based on an administrative review of the Firm's submission of the General Requirements provided in Section VI-3, and **whether a complete proposal has been received**. A Review Panel selected by WSDOT will evaluate the proposals passing the administrative review.

Review Panel evaluations will be based on the written responses submitted by Firm to the entire RFP. The scores of the written responses will determine the top-qualifying Firms. Each portion of the written response shall be reviewed by an evaluation team, to be designated by WSDOT, which will determine the proposal most responsive to the requirements stated in this RFP. Proposals will be evaluated strictly in accordance with the requirements set forth in this RFP and any amendments, which are issued.

Comprehensive Tolling Study
Request for Proposals

Written proposals will be scored as follows:

Section	Section Title	Points
	Completed RFP	Initial Pass/Fail
3.0	Technical Proposal	40 percent
4.0	Management Proposal	15 percent
5.0	Firm's Experience	35 percent
6.0	Budget	10 percent
Total for Written Proposals		100 percent

The review panel will rank proposers, and short-listed proposers may be interviewed. Firm's identified project manager should represent the Firm in the interview. References will be checked for one or more of the final candidates. WSDOT reserves the right to select a Contractor based solely on written proposals and to not convene oral interviews.

Oral presentations may be utilized in selecting the winning proposal. The top scoring finalists from the written evaluation may make an oral presentation, which will determine the final contract award. WSDOT will contact top-scoring Firm(s) to schedule a date, time, and location. Commitments made by the Firm at the oral interview, if any, will be considered binding.

Oral presentations will be limited to one hour and thirty minutes (1:30 hrs), of which forty-five minutes (45 min.) will be for the Firm's presentation and forty-five minutes (45 min.) for questions from the interview team. The presentation shall be led by the proposer's Project Manager and should include personnel who will be involved in the performance of the potential contract. Presentations shall include an overview of the proposed approach, project methodology, and controls they intend to use to successfully manage and control this project. References to a recent relevant successful project are desirable.

The panel will recommend a Contractor to the Commission, based on their evaluation of the written proposals or oral interviews, if held. The Commission will review the recommendation and select a Contractor to perform the services described in this RFP.

EXHIBIT A – DETAILED WORK PROGRAM

TASK 1: Analysis of Potential Step-by-Step Tolling Opportunities in the Near-, Mid-, and Long-Term

This task will research and discuss the range of policy options and identify specific tolling strategies and tools that have the potential means of managing facilities to achieve more efficient utilization of capacity and/or raising revenue for capital, operating, and other transportation related costs within Washington State.

The report shall include analysis, findings, and recommendations addressing step-by-step implementation potentials of tolling within the near-, mid-, and long-term. This task is intended to provide the background, findings, and structure for the discussion on tolling policy options. Consideration of opportunities should include surrounding states where toll facilities are likely to be bi-state operations. The work product should include a suggested methodology for answering the question: “what projects, facilities, systems and modes should be screened through for further consideration as potential tolling opportunities for the State of Washington.”

Work Product:

- 1.a Technical Memorandum of Findings, Recommendations, and Support Documentation.

TASK 2: Identification of Toll Corridors, Projects, Integrated Facilities, and Systems

Task 2.1 Identification of Corridors, Projects, and Facilities

Based on the Preliminary Analysis of Tolling Opportunity, Strategies and Tools identified in Task 1.a; this task will identify discrete elements, where a single corridor, route or facility can operate as a stand-alone tolled facility. The candidate projects shall include:

- Alaska Way Viaduct,
- SR 520 Floating Bridge,
- I-405 Managed Lanes, and
- SR 704 “Cross Base Highway”.

This task will identify a full range of potential candidate facilities, screening criteria, and process. Facilities descriptions must be at a scope, nature, and level of detail to support discussion, analysis, and comparison of alternatives and to support presentation of analysis and results at each phase of the study.

Task 2.2 Identification of Integrated Toll Facilities and Systems.

Based on the Preliminary Analysis of Tolling Opportunity, Strategies and Tools identified in Task 1 and facilities identified in Task 2.1, provide illustrative examples of how discrete tolling elements can be linked, together to create tolling systems. These linkages should be expressed as illustrations of step-by-step process to accomplish regional system implementation.

Include examples from elsewhere in the United States or other countries to demonstrate the ways in which potential tolling strategies, tools, and projects described in this study compare to the facility tolling experience currently in operation or planned for other locations.

Task 2.3 Coordination of Candidate Toll Facilities, Integrated Facilities, and Systems

In preparing and executing Tasks 2.2 and 2.3, the consultant shall bring forth national experiences and consult with the Department. This process shall also include a mechanism so that suggestions of legislators, local officials, transportation organizations and members of the public can contribute potential toll ideas to the analysis.

Work Products:

- 2.a Descriptive Lists of Near-, Mid-, and Long-Term Candidate Toll Facilities.
- 2.b Descriptive Examples of Near-, Mid-, and Long-Term Candidate Integrated Toll Facilities and Systems.
- 2.c Technical Memorandum of Findings, Recommendations, and Support Documentation.

TASK 3: Traffic Analysis for the Near-, Mid-, and Long-Term

Task 3.1 Limitations and Uses of Traffic Analysis

This task will demonstrate the basic issues presented by use of tolls to affect performance of the transportation system. The discussion of traffic analysis should support the informed consideration by policymakers and citizens of how short-, mid- and long-term steps in the implementation of tolling might affect the efficiency of the use of transportation facilities, the incidence of congestion, and the effects that tolls might have on the management of congestion. It should describe the elements, powers and limits of traffic forecasting and present illustrative examples of real-world experience.

This task will be keyed to the discussion of step-by-step tolling implementation potentials described in Task 1 might envision. This task will also address scenarios beyond the scope of projects from Task 1, but envisioned to improve the capacity of the facility or system to move the optimum traffic and persons.

Task 3.2 Traffic Analysis Methodology and Benchmarks

In consultation with the Department, establish the methodologies and performance benchmarks that will be used in this study. In establishing modeling and analysis methodologies, it must support analysis of project and systems application, financial analysis, and support a “step-by-step” analysis and implementation strategy approaches.

Work Products:

- 3.a Findings on the Limitations and Uses of Traffic Analysis.
- 3.b Traffic Analysis Methodology.
- 3.c Performance Benchmarks.

- 3.d Technical Memorandum of Findings, Recommendations, and Support Documentation.

TASK 4: Fiscal Analysis for the Near-, Mid-, and Long-Term

Task 4.1 Limitations and Uses of Tolling Fiscal Analysis

This deliverable should demonstrate the basic issues presented in assessing the fiscal opportunities and returns presented by tolling opportunities and strategies. The deliverable should present a clear discussion of the full range of funding options including funding from non-toll sources and various levels of accuracy and assurance to which financial forecasting can be developed, including the specific concept of an “investment grade tolling study.” Examples of such studies and their relative success from elsewhere in the United States should be presented. The consultant will provide project, corridor and system level tolling fiscal analysis.

Task 4.2 Traffic Analysis and Revenue Discussion

Demonstrate the interconnections between the analysis –forecasted and measures– of traffic impacts from tolling and the analysis –forecasted and measures – of fiscal analysis of tolling structures.

Task 4.3 Fiscal Analysis Methodology

In consultation with the Department, establish the fiscal analysis methodologies that will be used in this study. In establishing modeling and analysis methodologies, it must support analysis of project and systems application and support a “step-by-step” analysis and implementation strategy approaches.

Work Products:

- 4.a Findings and Recommendations on the Limitations and Uses of Fiscal Analysis.
- 4.b Findings and Recommendations on the Interconnections of Traffic Impacts from Tolling and Fiscal Analysis of Tolling Facilities.
- 4.c Technical Memorandum of Findings, Recommendations, and Support Documentation.

TASK 5: Interim Modeling and Analysis

Task 5.1 Candidate Toll Facilities

Using methodologies developed for Tasks 3 and 4, conduct Traffic and Fiscal Analysis of Task 2 Candidate Toll Facilities.

Task 5.2 Candidate Integrated Toll Facilities and Systems.

Conduct Traffic and Fiscal Analysis of Task 2 Candidate Integrated Toll Facilities and Systems.

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Task 5.3 Illustrations of Tolls on Traffic Impacts and Revenue

Illustrative models should be developed using examples from Tasks 5.1 and 5.2 to serve as a basis for understanding the relationships between toll levels and revenue levels, the effects of system and network issues on revenues, the operation of “variable tolling” mechanisms, and the potential ties between tolling systems and project finance and operating revenue structures.

A portion of this task should address the requirements of the study to support the Regional Transportation Investment District (RTID) requirements to “...address the state highway system and other transportation facilities” in King, Pierce, and Snohomish counties to determine the feasibility of value pricing on a facility or network of facilities. This study element should:

- (i) Determine the potential for value pricing to generate revenues for needed transportation facilities;
- (ii) Maximize the efficient operation of facilities and the transportation network; and
- (iii) Provide economic indicators for future system investments.”

Work Products:

- 5.a Findings on the Modeling and Analysis of Candidate Toll Facilities.
- 5.b Tolling Feasibility Findings for SR 704 “Cross Base Highway”.
- 5.c Findings on the Modeling and Analysis of Candidate Integrated Toll Facilities and Systems.
- 5.d Findings and Illustrations of the Impact of Tolls on Traffic and Revenue.
- 5.e Technical Memorandum of Findings, Recommendations, and Support Documentation.

TASK 6: Final Modeling and Analysis

This task will should propose suggested answers to the question: “what projects, facilities or systems should be screened through for further consideration as potential tolling opportunities for the State of Washington.” The deliverable should present its results in terms that will be useful for legislators, for Project Managers, and for citizens as tolling implementation is further considered in this state.

Task 6.1 Refined Traffic and Fiscal Analysis on all or selected Candidate Toll Facilities identified in Task 5.1.

Task 6.2 Refined Traffic and Fiscal Analysis on all or selected Candidate Integrated Toll Facilities and Systems identified in Task 5.2.

Work Products:

- 6.a Findings of the Preliminary Modeling and Analysis of Candidate Toll Facilities.
- 6.b Findings of the Preliminary Modeling and Analysis of Candidate Toll Facilities and Systems.
- 6.c Findings and Illustrations of the Impact of Tolls on Traffic and Revenue.

- 6.c Technical Memorandum of Findings, Recommendations, and Support Documentation.

TASK 7: Technology Analysis for the Near-, Mid-, and Long-Term

This task will provide research and analysis, and summarize and illustrate the facility, vehicle, and financial system technologies that are now available to support modern tolling systems.

The task should also summarize currently envisioned scenarios including migration strategies needed if necessary to move to the new technologies for the development and extension of toll-related technologies in the period through 2030. The discussion should describe the decisions about technology that policymakers in Washington State and Federal levels will have to make in the course of step-by-step implementation of increased reliance of tolling on transportation facilities.

Discussion should specifically include an analysis of current toll collection technology, near term future expected technology and possible long-term tolling technology. In addition, the deliverable should address possible migration strategies to avoid being captive to outmoded or proprietary technologies.

The deliverable should describe the vision and the challenges of creating a “single, seamless customer tolling experience” for tolled facilities or systems anywhere in the state.

This deliverable should also include examples of best current thinking on the costs of the implementation of tolling systems both for tolling technology and for the maintenance of adequate systems of billing, of revenue separation for system tolling scenarios, and for the maintenance of fiscal controls and adequate system security both for the tolling operator and for toll system users. Specific examples for operating tolling facilities should be included. Current and forthcoming policy issues, including issues of the protection of personal privacy, should be identified, discussed and evaluated.

Work Products:

- 7.a Technical Memorandum of Findings, Recommendations, and Support Documentation.

TASK 8. Assessment of Social and Environmental Impacts

There is little clarity today on the question of how decisions for tolling systems, especially as implemented on a step-by-step basis, should be assessed for impacts on the environment.

This task will research and discuss the current leading thinking on those issue and present scenarios for how such considerations might likely play out in relation to legal requirements, for example under the National Environmental Policy Act (NEPA), for the development of

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information for decision-makers and potential mitigation requirements for project implementation.

This task will suggest and develop simple models and analytic descriptions of the issues of fairness and equity presented by the step-by-step implementation of tolled facilities and tolling systems. This analysis should illustrate such issues from the perspective of individual users and user classes. It should also consider macro issues of benefit/cost analysis relating to system wide impacts such as delay reduction, social impacts of the reduction of “free” use of facilities, and the like.

Work Products:

- 8.a Analytical Model to Assess Issues of Fairness and Equity.
- 8.b Technical Memorandum of Findings, Recommendations, and Support Documentation.

TASK 9: Legal and Regulatory Issues

Task 9.1 Legal and Regulatory Issues

This task will describe and suggest the practical significance of current legal and regulatory concerns that will constrain or influence any step-by-step program for the implementation of greater reliance on tolls for raising revenue and managing transportation facilities. This deliverable will include a review of current tolling related legislation and recommendations for additional needed legislation. This deliverable will be reviewed by the Washington Office of the Attorney General. The Attorney General’s review is not included in this RFP.

Task 9.2 RTID

The task must recommend any additional laws, rules, procedures, resources, studies, reports, or support infrastructure necessary or desirable before proceeding with the review, evaluation, or implementation of any toll projects or a system-wide, value priced transportation structure related to the RTID.

Work Products:

- 9.a Findings and Recommendations for RTID Legal and Regulatory Issues and Support Documentation.
- 9.b Technical Memorandum of Findings, Recommendations, and Support Documentation.

TASK 10: Communications and Public Attitudes

Task 10.1 Comprehensive Literature Survey and Analysis.

This survey and analysis should describe recent and current experience elsewhere in the US and internationally as applicable of increased reliance on tolling for revenue and/or capacity management purposes (including the use of shadow tolling.) The analysis should in particular isolate and describe on a “case study” basis those situations that appear to have seen the development of positive public attitudes toward tolling and, in contrast, the situations that have given rise of negative public attitudes about tolling implementation.

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Lessons should be drawn about the strategies that are useful in building good civic understanding of tolling potentials and choices.

Task 10.2 Plan for Assessing Public Attitudes.

This deliverable will set forth a plan to assess and summarize public attitudes regarding tolling in Washington State. Proposers should include their qualifications to assess public attitudes and present a plan for new surveys or assessments of public opinions and attitudes across the state or in any part of the state concerning the public acceptability of tolling implementation. The Commission will decide at a later date whether to implement this plan. Implementation of the plan is not included as part of this RFP.

Task 10.3 Plan for Communicating Results of this Study.

This task is to develop and implement a strategy to communicate the results of this study.

Work Products:

- 10.a Summary and Finding On Public Attitudes to Tolling as Applied to Washington State.
- 10.b Public Attitude Assessment Plan
- 10.c Communications Plan and Products
- 10.e Technical Memorandum of Findings, Recommendations, and Support Documentation.

TASK 11: Organizational and Administrative Arrangements

This task will describe organizational and administrative arrangements now in place or in development for implementing and managing tolled facilities or systems around the United States. Provide recommendations of possible organizational structures for Washington State. Suggested models will provide advantages and disadvantages that will help relate the potential application of various such structures to the potential tolling step-by-step plan that might be considered or adopted in this state.

Work Products:

- 11.a Technical Memorandum of Findings, Recommendations, and Support Documentation.

TASK 12: Tacoma Narrows Bridge Analysis

The legislature has instructed that this tolling study shall specifically include an analysis of the only currently-authorized toll facility, the Tacoma Narrows bridge project. The study findings must include:

- (i) an assessment of the possibilities for a more uniform and equitable distribution of the financial impacts on those paying the tolls on the Tacoma Narrows bridge, and
- (ii) opportunities and options for reducing the outstanding indebtedness on the bridge project, including the possibility of buy-downs and other means of spreading the cost of the project more equitably.

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Work Product:

- 12.a Technical Memorandum of Findings, Recommendations, and Support Documentation.

EXHIBIT B – PRICE PROPOSAL CERTIFICATION

State your Firm's total cost, including all identified work, travel and per diem, and all other associated costs as specified in Section 6, Price Proposal, for the deliverables as defined in Section 3, Technical Proposal.

\$_____ Total Price Proposal

I hereby certify and acknowledge that this is a deliverable-based proposal for the Comprehensive Tolling Study that includes all costs for performing the deliverables as defined in Section 3, Technical Proposal.

Signature

Name

Firm's Name

EXHIBIT C – CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. The attached proposal is a Firm offers for a period of ninety (00) days following receipt, and it may be accepted by WSDOT without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the ninety (00) day period.
3. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family has any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I/we understands that WSDOT will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of WSDOT, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Firm and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Firm or to any competitor.
6. No attempt has been made or will be made by the Firm to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Signature of Firm

Title

Date

EXHIBIT D – MANDATORY LETTER OF INTENT TO PROPOSE

On behalf of my firm, I hereby certify that we intend to submit a proposal to provide consulting services to the Washington State Department of Transportation for the Comprehensive Tolling Study. I have read the Request for Proposal for the procurement of these services and accept the conditions set forth therein.

Firm Name (typed)

Legal Name (typed)

Address (typed)

Chief Executive Officer, Name and Title (typed)

Chief Executive Officer, Signature

Date

This letter of Intent to Propose must be received by the RFP Coordinator by 5:00 p.m., July 18, 2005, Pacific Daylight Time. It may be mailed or faxed or submitted electronically via e-mail to:

Denise Blue, RFP Coordinator
Washington State Department of Transportation
Hand Deliveries to: 310 Maple Park Avenue SE, First Floor Reception Desk
P.O. Box 47408
Olympia, WA. 98504-7408
Phone: 360-705-7548
FAX: 360-705-6848
Email: bluede@wsdot.wa.gov

PLEASE NOTE: If you submit this form and later decide not to submit a proposal, please notify Denise Blue. Thank you.

EXHIBIT E. CONTRACT FORM/GENERAL TERMS AND CONDITIONS

PERSONAL SERVICES CONTRACT